

Helpful Hints for Submitting Invoices

By following the helpful hints below it will facilitate the timely reimbursement of your grant invoice and avoid processing delays or invoice disputes.

Ten percent of the total grant amount is withheld. The ten percent is reimbursed along with the final invoice.

Invoice

- You must use the invoice template provided.
- Ensure all calculations are correct.
- Do not over spend line items. In most cases, an amendment is needed to move funds between line items.
- The grant Agreement will specify a billing schedule (quarterly/monthly). Invoices need to be submitted in a timely manner according to the schedule.
- Sufficient documentation (receipts, invoices, summary of personnel costs, etc.) must accompany the invoice to justify all charges and provide a clear auditable paper trail.

Progress Reports

- You must submit a Progress Report with each invoice. See sample attached.
- The grant Agreement will specify a reporting schedule (quarterly/monthly). The reporting schedule for the Progress Report corresponds with the billing schedule. The Progress Report and the invoice must cover the same time period.
- The Progress Report describes the progress made on a work item during the particular reporting period and provides justification for the invoiced charges.
- Supplemental information submitted to the Grant Manager, beyond what is required in the Agreement, should not be included on the progress report.

Each Regional Board determines the level of detail required in the Progress Report. Check with your Grant Manager about specific requirements for your grant Agreement.